NMCI Site Transition Team Information Brief

3 June 2003

Purpose

To share "Best Practices" and to ensure alignment of the NMCI Transition effort across all MARFORPAC Sites.
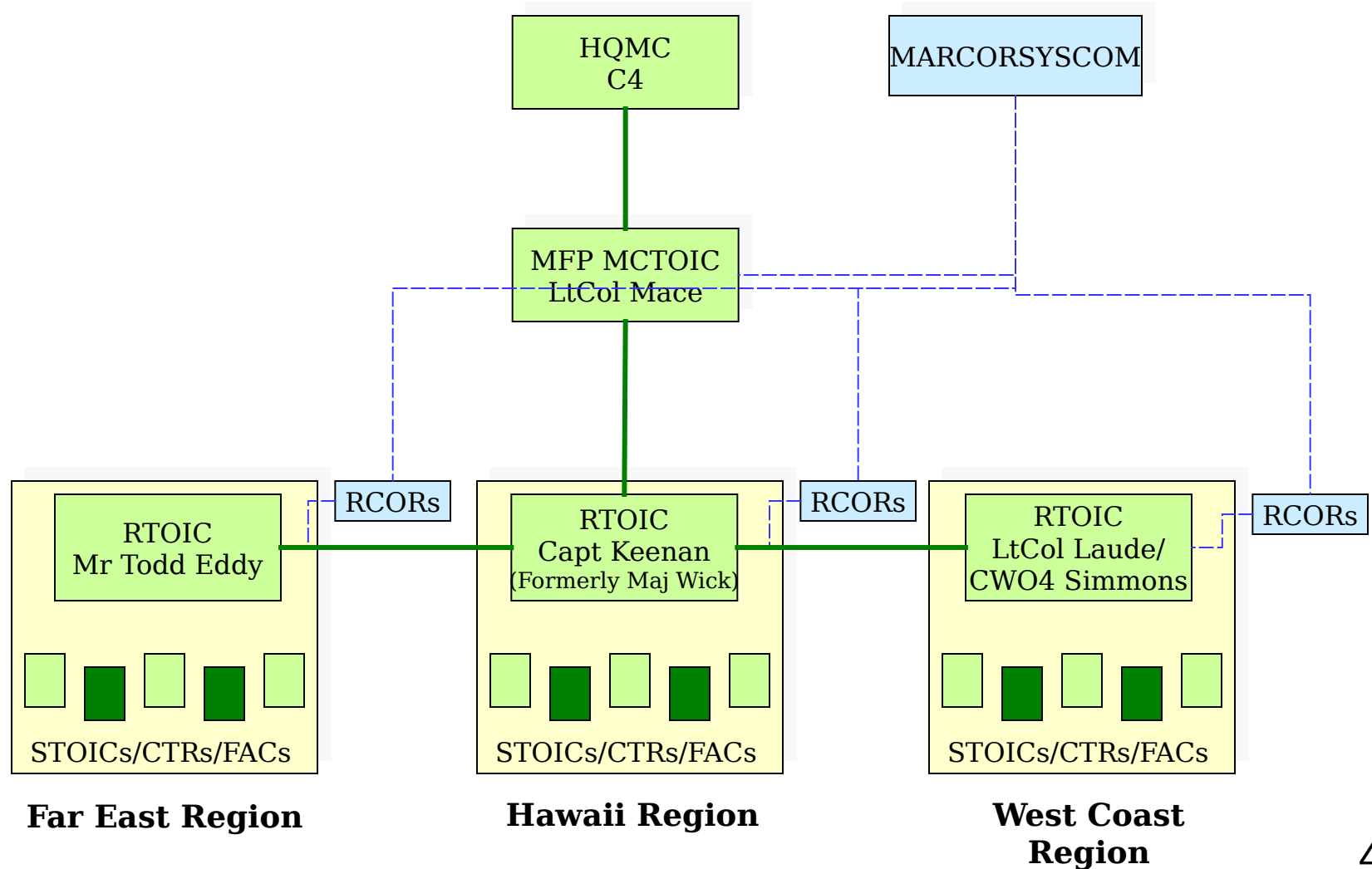
Content

- **Organizational Structure**
- **Roles & Responsibilities**
- **Lessons Learned**
- **Iwakuni PSQ Process**
- **Primary Focus/Deliverables**
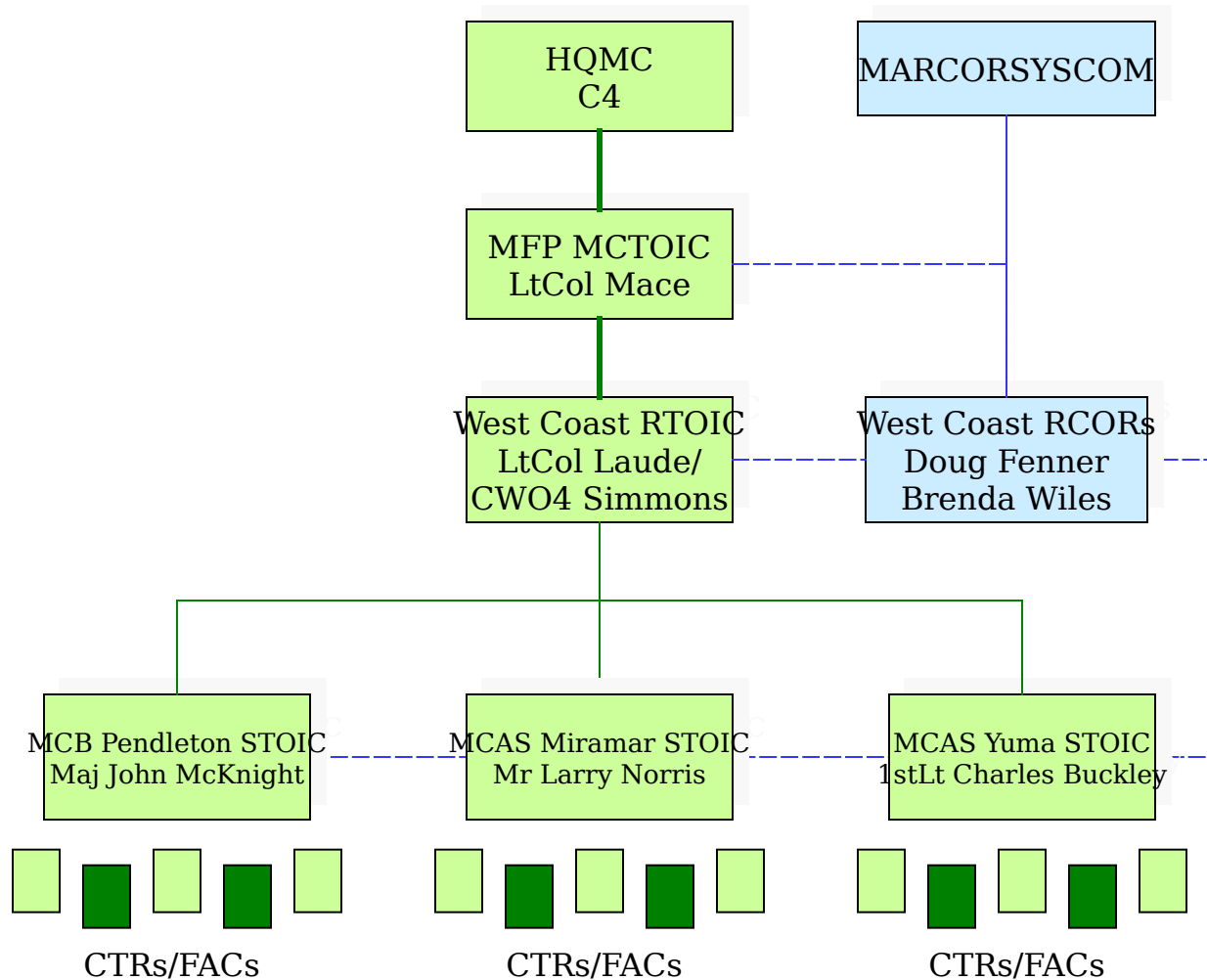- **Available Tools**
- **Questions/Misc.**

MARFORPAC NMCI
Organizational Structure

HQMC C4

MARCORSYSCOM

MFP MCTOIC
LtCol Mace

RCORs

RCORs

RCORs

Far East Region

RTOIC
Mr Todd Eddy

STOICs/CTRs/FACs

Hawaii Region

RTOIC
Capt Keenan
(Formerly Maj Wick)

STOICs/CTRs/FACs

West Coast Region

RTOIC
LtCol Laude/
CWO4 Simmons

STOICs/CTRs/FACs

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West Coast NMCI Organizational Structure

```
        HQMC                    MARCORSYSCOM
         C4

       MFP MCTOIC
       LtCol Mace

   West Coast RTOIC        West Coast RCORs
     LtCol Laude/             Doug Fenner
    CWO4 Simmons              Brenda Wiles


 MCB Pendleton STOIC    MCAS Miramar STOIC    MCAS Yuma STOIC
  Maj John McKnight      Mr Larry Norris     1stLt Charles Buckley


     CTRs/FACs             CTRs/FACs             CTRs/FACs
```

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Roles & Responsibilities

Regional Transition OIC

- **Primary POC for all NMCI Transition efforts within the region**

- **Consolidated regional progress reporting, ensuring regional alignment and readiness for AOR & Cutover**

- **Conduit to Regional Leadership for issue resolution (prior to escalation to MFP)**

Roles & Responsibilities

Regional Transition OIC   cont'd...

- **Ensures tenant command cooperation and participation with Supporting Establishment transition efforts (regional horsepower for the STOICs)**

- **Ensure timely completion and submission of all regional deliverables to the contractor (GFF Turnover, PSQ, SCM, etc.)**

- **Manage the site's transition effort until Cutover and subsequent stabilization.**

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Roles & Responsibilities

Site Transition OIC

- Primary POC for all NMCI related issues at the site

- Ensure members serve as a single entity under the cognizance of the STOIC

- Interface with site leadership to provide awareness on the transition process (Briefings, Status Reports, etc.)

- Ensure adequate resources are available to accomplish transition

- Ensure timely submission of all status reports required by the Regional Transition OIC (RTOIC) and MFP MCTOIC

Roles & Responsibilities

Site Transition OIC   cont'd...

- Train and guide Unit CTRs through workforce development and planning activities, ensuring that the team is prepared to execute transition

- Serve as the site liaison to the RCOR

- Serve as the primary point of contact to ISF's Site Transition Manager

- Ensure site's customer requirements are adequately addressed by the contractor (working closely with RCOR)

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Roles & Responsibilities

Site Transition OIC   cont'd...

- **Manage the site's transition effort until Cutover and subsequent stabilization.**

- **Ensure timely completion and submission of all site deliverables to the contractor (GFF Turnover, PSQ, SCM, etc.)**

NMCI Lessons Learned

- **EDS requires user profile mapped to seat & wall jack (Not originally requested). Have it available.**

- **Detailed Network Diagrams required to derive "To Be Networks"**

- **Team Arrivals: Set team expectations early - Who is responsible for what? (Copiers, printers, workspace, etc.). Discussion points may be included in the SCM.**

- **Leverage knowledge of former Marines on the ISF teams (Don't overlook the value of this)**

- **Lack of guidance/familiarity with equipment transfer procedures caused problems at Cutover (transfer of equipment to EDS)**

NMCI Lessons Learned
cont'd

- **Seat Orders in NOIS are NOT complete until they make the jump to E-Marketplace (Are they ready?)**

- **Do not trust "pre-loaded" data. Confirm all entries in your PSQ.**

- **You cannot provide TOO MUCH information when it comes to building layout schematics. Below is a recommended format to enable the smooth flow of joint surveys:**
  - Total seat count / building
  - Unclassified seat count / room / building
  - Classified seat count / room / building
  - Mission critical unclassified seat count / room / building
  - Mission critical classified seat count / room / building

NMCI Lessons Learned
cont'd

- **Recommend including the following info for Server Validations:**
  - Identify POC (Name & Phone) for each Server location to aid ISF in accessing the server.
  - Provide quantity of classified and unclassified servers to be validated at each location.
  - Provide detailed info on the location of all servers.

- **Be sure to QA the entire PSQ after any updates. "Yes / No" buttons were found to be incorrectly tripped after cycling through the PSQ.**

- **Include base maps to assist in locating all buildings. Building numbers alone proved to be insufficient on many bases.**

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NMCI Lessons Learned
cont'd

- Avoid premature data calls. Ensure all requests are complete and are a confirmed requirement. Be concise and provide templates whenever possible to simplify consolidation.

- Make note of all time sensitive data. As schedules slide, the notes will prove invaluable as a guide for adjusting the data.

- Be prepared to spend significant amount of time after AOR bringing the ISF teams up to speed on your environment (push for them to arrive well before AOR, if possible).

NMCI Lessons Learned
cont'd

- **Do not overestimate the skill set of the incoming ISF teams. Expect to conduct training sessions on the existing processes.**
  - Recommend supervised hands-on training (Marines watch ISF perform the USMC tasks until up to speed).
  - Demonstrated ability = time to go solo!

- **Helpdesk Integration is a cornerstone of success. USMC and ISF helpdesk personnel must work together to resolve issues within the command. Legacy Issues must be quickly passed to the USMC team.**
  - Communication is paramount
  - Remember: The user community is already suspicious of NMCI. Don't aggravate the situation with unnecessary delays!

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NMCI Lessons Learned
cont'd

- **Remember: ISF has until Cutover to acquire all the necessary skills to do the job solo. Help them get there sooner!**

- **Be cognizant of workload among your teams and conflicting resource requirements. NMCI transition is a labor intensive effort and the use of "dual hatted" personnel can cause conflicts (ISCs, etc.)**

- **Not all ISF personnel arrive with Secret clearances. Be aware of the security levels of the entire team.**
  - Escorts required in open storage spaces.
  - Access to SIPRNET PSQ must be guarded.

NMCI Lessons Learned
cont'd

- Do not overlook the possibility of having existing contractors hired on as ISF employees in their same capacity. Push for this to occur. They are worth their weight in gold!

- Schedule a time after PSQ delivery and before Site Brief to review PSQ w/EDS team. Request that the validation team leads attend.

- Ensure that your Information Assurance (IA) personnel are engaged early in the joint survey process as ISF begins designing the "to be" architecture of your network. Don't assume that they are experts in IA. The security of your Command's network is at stake here. Be sure that you are confident in the end state. If not, call "foul" early!

NMCI Lessons Learned
cont'd

- **Some tenant units have different processes and procedures from their host Supporting Establishment (SE). The differences are best captured as separate worksheets within the PSQ, labeled appropriately.**

- **Data items common to all tenants should be completed prior to distributing the PSQ sections to save duplication of efforts.**

NMCI Lessons Learned
cont'd

- **Sections 9,10,11,12,14,and 16, were very time consuming. Work these sections first.   Use your division's networking section because they already know where everything is.**

  – Section 9 Equipment Rooms

  – Section 10 Current BAN Network Infrastructure

  – Section 11 Wide Area Networks/Infrastructure

  – Section 12 Local Area Networks/Infrastructure

  – Section 14 Current Servers

  – Section 16 Existing Network Devices

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The Iwakuni Process

Considered by EDS to be one of the best PSQs received to date.

- **Step 1. <u>Assignment</u>**
  - Task one individual to manage the PSQ (single go to person for accountability and consolidation).
  - Break PSQ down and assigned specific parts to appropriate sections. This is where Functional Area Coordinators (FACs) can come into play (Example: Assign Section 4. Health and Safety Information to Base Safety.)

- **Step 2. <u>Briefings.</u>**
  - STOIC briefs the department heads and Commanding Officers on the intent to get external support, setting the stage for a top down approach.
  - Post the PSQ online for easy access.
  - Request that department heads personally assign it to a section PSQ representative.
  - Set deadlines well in advance of EDS due date to ensure ample time make refinements.

The Iwakuni Process
cont'd

- **Step 3. <u>Reminders.</u>**
  - Conduct weekly status meetings.
  - Require responsible participants to present status on all outstanding topics.
  - STOIC sends out weekly reminders on pending tasks (minimizes surprises and re-emphasizes expectations for weekly meetings)

- **Step 4. <u>Assistance.</u>**
  - Ensure phone support is available to answer questions on how to fill out the PSQ.
  - Send out individual sections vice an entire PSQ (minimizes confusion and focuses effort)
  - Provide PSQ direction during weekly NMCI meetings.
  - Coordinate regularly with EDS to ensure accuracy of PSQ direction (Changes have been frequent; don't waste your Marines' valuable time)

The Iwakuni Process cont'd

- **Step 5. Consolidation.**
  - Completed sections are forwarded to the PSQ Manager for consolidation
  - Maintain a single Master PSQ from which reviews are conducted (version control)

- **Step 6. Reviews.**
  - Conduct regular internal progress reviews on each section.
  - Engage EDS periodically to review completed sections (timely revisions)
  - Conduct a final page by page review prior to submission (EDS Validation Leads present). Demand EDS participation.

The Iwakuni Process cont'd

- **Step 7. Edits.**
  - Send Individual PSQ sheets back to each responsible section (highlight areas requiring corrections). Be directive and concise to avoid guesswork.
  - Edited sections are returned to the PSQ Manager for update of the Master PSQ.

- **Step 8. Maintenance.**
  - Any changes or updates funnel through PSQ Manager (single point of accountability)

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Legacy Apps Issues

- **ASN (RD&A): "Aggression" and "Doing Without"**

- **Adhere to USMC Software Baseline**

- **Locate licenses or remove it!**

- **Full MFP support in removing unauthorized software.**

- **Single biggest contributor to extended AOR!!!**

Primary Focus of Effort

- **Finalize GFF Turnover**
- **Complete and submit PSQ**
- **Complete SCM**
- **Impacted Personnel**
- **Order Entry**
- **Legacy Applications**

Available Tools

Goal: Navigate through the volumes of information on NMCI to conduct a smooth, efficient transition.

Method: Stick to the core tools!

Site Health Tracker Report

http://www.nmciinfo.usmc.mil/nmci/nmci-nsf/Transition?

Microsoft Excel - MCASYuma 2 June 2003

File Edit View Insert Format Tools Data Window Help

B1 = V4.0 Report Form Instructions

B	C	E	F	G	H

V4.0 Report Form Instructions

1. Fill in the reporting information in each of the phases when appropriate..
2. Use the drop down menu in the "Status" block to update the status each event as applicable.
3. Make appropriate comments if needed to clarify event status. Comments required for "Delayed" Status and N/A Status.
3a. **N/A is only to be used for actions being completed by a larger "Parent" site, NOT ISF ACTIONS.**
4. Save locally using (Site Name mm-dd-yy) format. Send weekly to allangs@svtcsle.com or parsonkw@svtcsle.com

PRE-AOR PHASE

SITE NAME	MCAS Yuma		STOIC: 1stLt Buckley	
AOR DATE	03-Oct-03	Report Date:	02-Jun-03	

Gov ID	EVENT	BASELINE DATE(1)	STATUS	PLANNED COMPLETION DATE(2)	COMMENTS(3)
1	Customer and ISF reach agreement on facilities for warehouse, administration, server farm, Main Distribution Frames (MDF)	07-Mar-03	Completed	02-May-03	Waiting on facility offer letter
2	Customer and ISF reach agreement on facilities for Intermediate Distribution Frames (IDF)	07-Mar-03	In Progress		Waiting on Site Survey, beginning 16 June
3	Identify Government Furnished Equipment (GFE) Type-1COMSEC requirements from the ISF	06-Apr-03	Not Started		
4	Survey, design and order long haul circuits to support NMCI requirements.	06-Apr-03	In Progress		Sent circuit ordering info to STM.
5	Protected Distribution System (PDS) design	16-May-03	Not Started		
9	Provide Building-to-Seat map to ISF	05-Jun-03	In Progress		

Due: COB every Monday

Command & Control Ops Center (CCOC)
Site Health Tracker Report (v3.0)

Region Name	MCTO/IC Responsibility	Site Name	AOR Date (V 2.2)	Effective Date of Report	Estimated number of seats	(1) Facilities	(10) PSQ Completed	(21) Impacted Personnel	(No #) Complete NOIS Seat Order	(28) SCM Completed	(Over) Other Checklist Items (Note 1)	AOR Readiness Status (Site) (Note 2)
NCR	NCR	MCB Quantico	03/24/2003	13-May-03	7,110	1	3	3	2	2	2.5	2.25
NCR	NCR	Henderson Hall	04/07/2003	13-May-03	333	3	3	3	3	3	2.3	2.88
NCR	NCR	8th & I	04/07/2003	13-May-03	221	3	3	3	3	3	2.3	2.88
NCR	NCR	Navy Annex	04/07/2003	13-May-03	988	3	3	3	3	3	2.3	2.88
MARFORRES	MARFORRES	NSA New Orleans	04/28/2003	29-Apr-03	1,575	1	3	3		3	2.1	2.02
Southeast	MATCOM	MCLB Albany	04/28/2003	04-May-03	2,399	2	3	3		3	2.6	2.27
NCR	NCR	Pentagon	04/28/2003	13-May-03	1,186	3	3	3	3	3	2.3	2.88
East Coast	TECOM	Camp Johnson/Geiger	05/19/2003	01-Apr-03	1,170	0	2	3		0	1.1	1.02
Mid/North Atlantic	TECOM	MCRD Parris Island	05/19/2003	17-Apr-03	1,232	2	3	3		3	2.2	2.19
MARFORRES	MARFORRES	MCA Richards-Gebaur	06/02/2003		777	0	0	0		0		
Mid/North Atlantic	MARFORLANT	Camp Elmore	06/30/2003	13-May-03	375	2	3	3		2	1.9	1.99
West Coast	MATCOM	MCLB Barstow	07/01/2003	22-Apr-03	1,042	1	2	2		0	1.4	1.06
Far East	MARFORPAC	Okinawa **	08/01/2003	13-May-03	9,239	2	2	3		2	0.8	1.63
West Coast	TECOM	MCRD San Diego	08/01/2003		880	0	0	0		0		
Hawaii	MARFORPAC	Camp Smith	09/02/2003	13-May-03	761	2	2	0		2	1.0	1.17
Hawaii	MARFORPAC	MCBH Kaneohe Bay	09/02/2003	12-May-03	2,987	2	2	2		2	1.1	1.51
Far East	MARFORPAC	MCAS Iwakuni	09/02/2003	13-May-03	2,130	2	3	3		2	0.7	1.78
East Coast	MARFORLANT	MCAS Cherry Point	10/01/2003		5,095	0	0	0		0		
East Coast	MARFORLANT	MCAS New River	10/01/2003	14-May-03	2,839	2	2	0		0	0.9	0.81
Mid/North Atlantic	MARFORLANT	NOB Norfolk	10/01/2003	23-Apr-03	289	2	3	3		2	1.3	1.88
Mid/North Atlantic	MARFORLANT	MCAS Beaufort	10/01/2003	17-Apr-03	1,966	3	3	3		0	1.3	1.71
East Coast	MARFORLANT	MCB Camp LeJeune	10/01/2003	17-Apr-03	9,924	3	2	2		2	1.7	1.78
West Coast	MARFORPAC	MCB/MCAS Pendleton	10/01/2003	12-May-03	11,911	2	3	0		0	0.6	0.93
West Coast	MARFORPAC	MCAS Miramar	10/01/2003	12-May-03	4,945	2	2	2		2	1.1	1.51
West Coast	MARFORPAC	MCAS Yuma	10/01/2003	12-May-03	2,036	3	2	2		0	0.7	1.29
Far East	MARFORPAC	Camp Fuji	10/01/2003	13-May-03	122	2	2	0		0	0.4	0.73
NCR	NCR	AAAV Woodbridge	10/01/2003	12-May-03	240	3	3	3	2	2	2.1	2.52
West Coast	TECOM	MAGTFTC 29 Palms	10/01/2003	09-May-03	3,025	2	2	3		2	1.4	1.73
		Click "Site Name" to view site tracker	Table 1	Table 2		Table 3					Table 4	
Non Reporting Sites				View Legend (Link)								

Primary tracking tool of HQMC C4 & SYSCOM

http://www.nmciinfo.usmc.mil/nmci/nmci.nsf/Transition%20Management?openform&Reports

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Lessons Learned Database

Lessons Learned Database

- **URL: http://199.26.34.26/lessons/**
- **USMC Wide Access (MCTOICs, STOICs, CTRs, etc).**
- **Fully searchable**
- **Input AND Output**
- ***Share the wealth…***
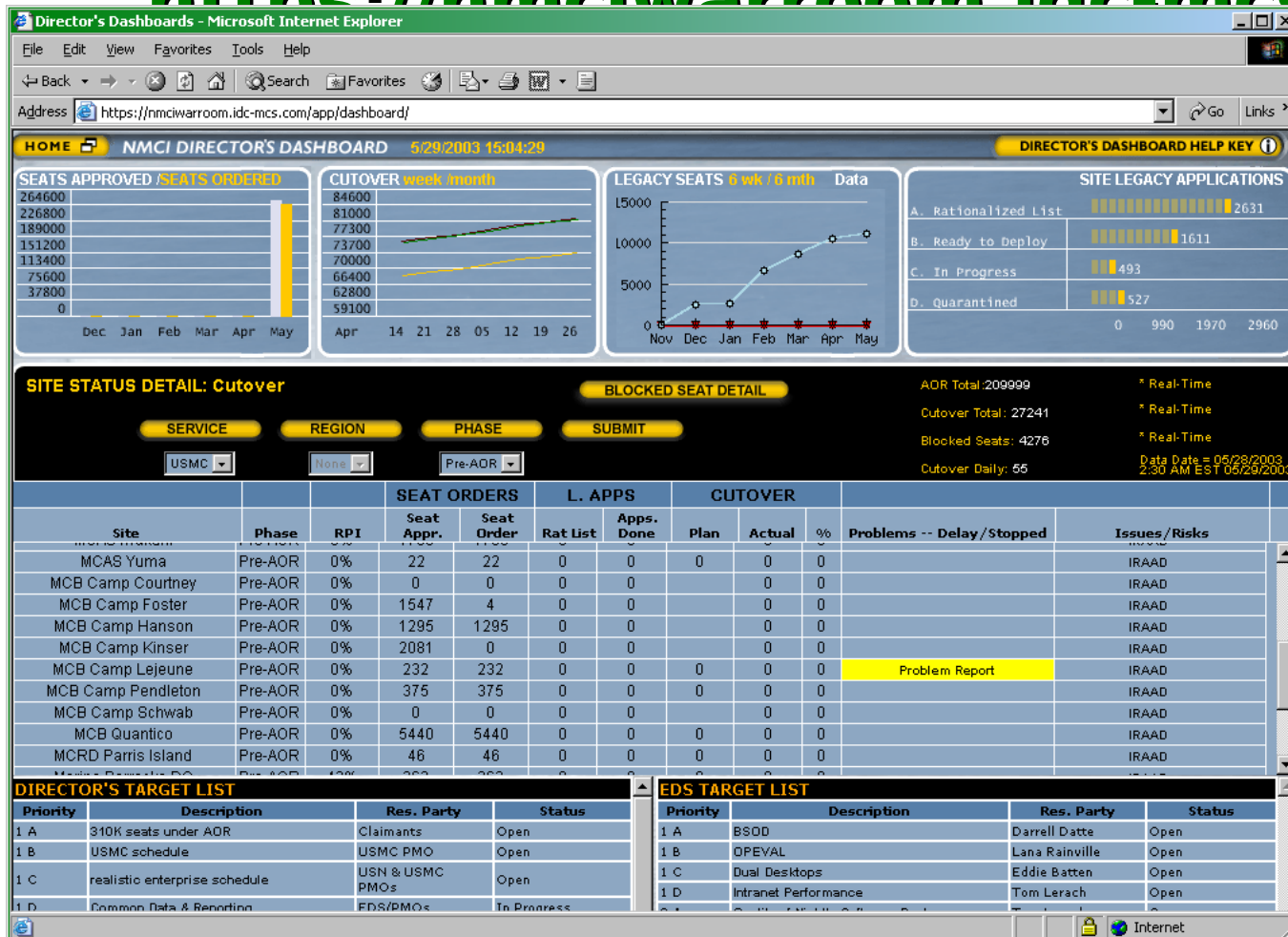
Organizational Tracker

WEST COAST REGION				
USMC			**NAME**	**PHONE**
RCOR			Douglas Fenner	760-763-4668
RCORA			Brenda Wiles	760-725-9493
EDS			**NAME**	**PHONE**
Command MGR			Bob Steffensen	619-817-3918
SITES	**STOIC**	**LCTR**	**EDS SITE MGR**	**EDS TRANSITION MGR**
MCLB Barstow	Anita Lewis	Susan Louis	Georgia Martin	Charles Casperson
MAGTFTC 29 Palms	Charlene Trnka	Jay Harry	Deb Penaflor	Jim Phillips
MCRD San Diego	Capt Nicholas Lourian	Mike Peissner	Matt Shivers	*TBD*
NAS Coronado	Maj. Robert Flowers	Don Johnson	*TBD*	*TBD*
MCB Camp Pendleton	Maj. John McKnight	Jack Brunschmid	Parker Benton	*TBD*
MCAS Miramar	Larry Norris	Larry Norris	Matt Shivers	*TBD*
MCAS Yuma	1st LT Charles Buckley	Thomas White	Terry Kerestes	*TBD*
MCAS Pendleton	Maj. John McKnight	Lawrence Manzanera	*Parker Benton*	*TBD*
L/CTRs:				

Keep this document current!

EDS War Room (EWRS)

https://nmciwarroom.idc-mcs

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Address https://nmciwarroom.idc-mcs.com/app/dashboard/site_deployment_problem_report.php?func=dsr&site_id=3247&filter_type_report=ALL&filter_status_report=OP&sort_by=   Go   Links »

HOME   **NMCI DIRECTOR'S DASHBOARD**   - Site Deployment Problem Report   **DIRECTOR'S DASHBOARD HELP KEY**

Site Deployment Problem Report

Select a Site | MCB Camp Lejeune ▾ |

Sort by: | Type, Category, Severity ▾ |

[Submit]

Logged Site Deployment Problems

	Type	Severity	Category	Description	Action	Report Date	Status
MCB Camp Lejeune	NMCI	C - AOR/Cutover Delayed	Other	CLF 28 Seats to AOR on 1 May did not AOR due to lack of signed SCM for 18 and 10 on USMC MCEN. Impact is 28 seats @ 85% of seat cost which is a $205.05 daily loss.	ED Hunter working SCM. Govt USMC COR working MCEN breakout and mngt of the other 10 seats.	05/02/2003	Open

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SYSCOM Contractor Support

- **Available to supplement transition teams for the more labor intensive tasks.**
  - PSQ Preparation
  - User to Application Mapping (UTAM)
  - NOIS Order Entries

Misc Tools?

- **If you have a useful tool – SHARE IT!**
  - Database tools, Reporting tools, etc.

Summary

The success of each site's NMCI transition effort is directly tied to the level of proactive engagement by their Site Transition Team. RTOIC and STOIC leadership is the cornerstone of this effort.

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Questions

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Backup Slides

MAG-TA Concept

- Proposal: Allow Marine Aviation to exist on the peripheral of NMCI in order to preserve the rapid deployment capability of the MAG / MALS units.

- Currently pending approval by HQMC Aviation

MAG-TA Concept

PRO

1. MAG/MALS' homogeneous configuration – supports tactical readiness posture
2. USMC network management and operation preserves tactical network skills
3. Enables connection of non NMCI Seats (UNIX based tactical AISs)
4. EDS loads legacy applications and connects to legacy network
5. Provides help desk support for the refreshed hardware
6. Desktop/laptop still refreshed in accordance with SLAs
7. Provides migration path to NMCI, if refinement in NMCI deployment process
8. Receives NMCI Gold Disk

CON

1. USMC management of an additional non-NMCI network component
2. USMC IT personnel continue to support MALS Aviation IS Department

Two Key Pillars of MAG-TA

EXTERNAL NETWORK

#1. External Network Interface

DESKTOP REFRESH

#2. Method of Desktop Refresh

MAG-TA Concept

Marine Aircraft Group Network

CLIN 4103 Desktop Refresh

Marine Aircraft Group Network

External Network Interface

NMCI Domain

Marine Aircraft Group Network

CLIN 4103 Desktop Refresh

Marine Aircraft Group Network
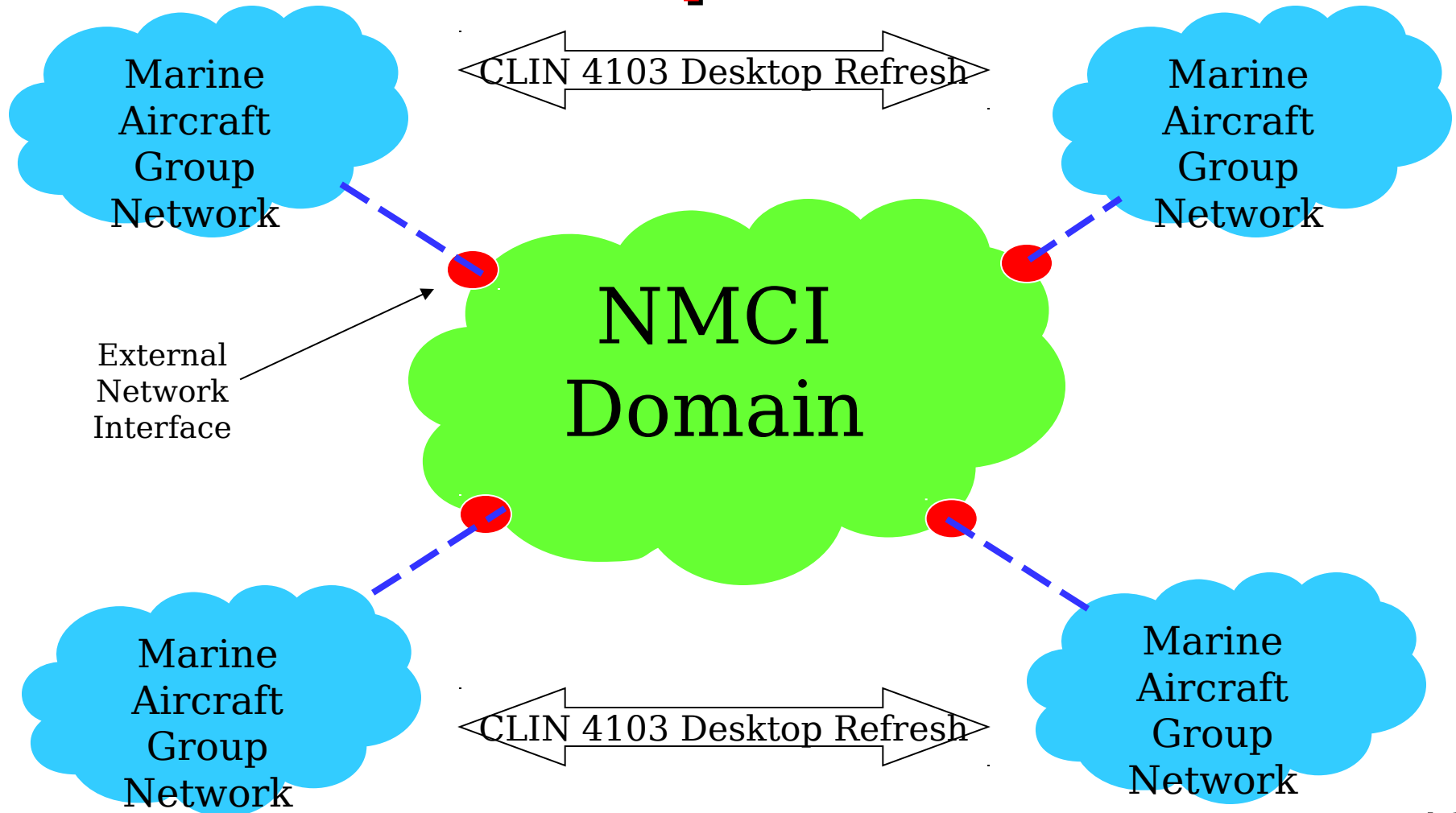
The Enterprise View

NMCI NAVY MARINE CORPS INTRANET

JTF-CNO

CINC MOA

GNOSC

JTF-CNO

MarFor-INO MAR-CERT

Logic alGN OC

NCTF-CND NAVCIRT

MCEN MITNOC

NNOC

OCONUS

O'CONUS

Legacy

NCTAMS MEU/MEB/MEF

NMCI GNOC

NCTAMS FLEET

PKI RA

Frame Relay DISA MAINFRAME

USMC EMF

Frame Relay DISA MAINFRAME

DISA STEP

Oahu NOC

Norfolk NOC

San Diego NOC

DISA STEP

DMS COC

DMS COC

PKI RA

USMC COI

NMCI Seats

Flow

View only

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